

**HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCE
PARLIAMENTARY PROCEDURE DEMONSTRATION
Career Development Event (CDE)**

General Announcements and Plans for Conducting the CDE:

1. Team make-up: A team representing a chapter will consist of FIVE members from the same chapter.
2. All team members will wear FFA Official Dress.
3. Materials that the team must provide:
 - a. Gavel
 - b. Writing Utensil
4. Materials that will be provided to the team on the day of the event:
 - a. Paper
 - b. Motion provided by the State Advisor or CDE coordinator
5. Teams will draw at random for order of appearance.
6. Time will begin when the motion is presented to the team chairperson.
7. Participating teams shall be isolated when not performing.
8. Each team will present a parliamentary procedure demonstration not to exceed fifteen minutes.
9. Previous state winners may not participate in district or state parliamentary procedure CDE's.

Rules:

1. "Robert's Rules of Order," revised edition, shall be the final authority on parliamentary procedure.
2. The presiding officer shall call for new business when he/she opens the meeting.
3. Long and involved motions and other time-consuming maneuvers shall not be included and judges will score against those occurrences.
4. Constructive debate from the floor is just as important as proper parliamentary procedure.
5. Should any member of any team use a book or other parliamentary help after opening the CDE, the entire team shall be disqualified. Furthermore, no notebooks or notepads other than the written motion is allowed.
6. A team that continuously rises to minor "point of order" whereby interfering with the general progress of the meeting, will be discriminated against by the judges. Only one recess, not to exceed 15 seconds, may be taken.
7. Permissible Motions
 - a. Main motion
 - b. Amendments and amendments to amendments
 - i. Amend by substituting
 - ii. Amend by striking out

- iii. Amend by adding to
 - c. Commit or refer
 - d. Postpone indefinitely
 - e. Postpone definitely
 - f. Lay upon and take from the table
 - g. Previous question
 - h. Reconsider
 - i. Points of order
 - j. Questions of privilege
 - k. Appeal from decision of chair
 - l. To withdraw (or renew) motion
 - m. Division of the house
- 8. Judges will score against any absurd motions or statements introduced only for time consuming purposes.

State Standards Met:

NCO 5.1

NR1 5.0

The objectives of these CDE are:

1. To improve the ability of FFA members to conduct meetings according to proper parliamentary procedure.
2. To develop leadership by active participation in parliamentary procedure drill by each FFA chapter.
3. To teach members to think and make quick/instant decisions (while under pressure).

Method of Selecting a Winner:

1. Team members will be scored collectively. Chairperson will be scored separately.
2. Team with the highest score will be declared the winner.
3. The decision of the judges is final.

Judges:

1. Teams shall be ranked in numerical order on basis of final score to be determined by individual judges without consulting each other.
2. Judges will ask questions pertaining to technical points introduced by team members.
3. The decision of the judges will be final.
4. Judges should be aware that participants are high school students and not master parliamentarians.
5. Identical questions will be asked of each team. Questions will be relevant to parliamentary procedure only.

Check List Before, During, and After the Parliamentary Procedure Demonstration
CDE

BEFORE

- ✓ Copy of Placement Sheet
- ✓ Copy of Score sheet (one per Judge)
- ✓ Motion was received from State Coordinator/State Advisor

DURING

- Copy of Score sheet (one per Judge) were distributed*
- Writing Utensils for Judges*
- Copy of Roberts Rules is available for judges*
- Judges are prepared/semi-prepared to ask questions*

AFTER

- Placement Sheet signed and filled out
- All score sheets are completed and signed by individual judges
 - Winners are correctly placed on Placement Sheet
- Placement and Score Sheets are turned into appropriate chairperson

PARLIAMENTARY PROCEDURE DEMONSTRATION CONTEST

List names of chapters competing:

(Needed for scoring HIFFA Chapter Participation Contest)

Chapter _____ Chapter _____

Chapter _____ Chapter _____

Chapter _____ Chapter _____

FIRST PLACE: Chapter _____

Contestants _____

SECOND PLACE Chapter _____

Contestants _____

THIRD PLACE Chapter _____

Contestants _____

Judges:

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Contest Chairperson _____

Parliamentary Procedure Demonstration Contest

Judges Score Sheet	Perfect	Team	Team	Team	Team	Team	Team
	Score	1	2	3	4	5	6
I. PRESIDING OFFICER	20						
A. Control of meeting, fairness, ability to dispose of motions							
B. Voice-speech clear showing poise and confidence with good enunciation							
C. Correct use of parliamentary procedure							
D. Correct use of English							
E. Well dressed, well groomed, shoes							
II. FLOOR MEMBERS	40						
A. Did the discussion on the subject have real meaning?							
B. Were the main motions and amendments clear and have real purpose?							
C. Did all members participate in debate?							
D. Were the following parliamentary procedure used?							
1. Motion to lay on the table							
2. Motion to recall from the table							
3. Motion to postpone definitely or indefinitely							
4. Motion to refer to committee							
5. Motion to reconsider							
6. Appeal from the decision of the chair							
7. Use of a privileged motion							
8. Call for previous question							
9. Call for a division of the house							
10. Raise to a point of order							
E. Well dressed, well groomed, shoes							
III. GENERAL EFFORT	20						
A. Pleasing, smooth, business-like definite, clear and has variety							
IV. Correct answers to questions	20						
TOTAL POINTS	100						
Signature of Judge:							
Contest Chairperson:							